

## **PARKS FOREMAN (280-07)**

**SALARY:** \$41,828.80 - \$57,636.80 annually, plus liberal fringe benefits  
**Management Category V (See attached sheet.)**

### **THE POSITION**

This is first-line supervisory work of more than average difficulty in maintaining City parks, parkways, and departmental facilities in one of the following specialty areas: parks and facility maintenance; beach maintenance; turf maintenance; project installation and nursery; tree services; and athletic field maintenance.

Work assignments may include supervising operators of heavy and light equipment engaged in performing beach cleaning and grounds maintenance work, supervising unskilled and semi-skilled laborers who perform manual tasks, or supervising set-up of all special event apparatus. Work assignments may also include the supervision of general maintenance tasks such as electrical, painting, plumbing, and otherwise repairing buildings and parks facilities. Assignments are received from a supervisor in oral or written form. Work is evaluated through conference, direct observation and through results achieved. **May be required to work nights and weekends.**

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have graduated from a standard high school or possess an acceptable G.E.D. certificate.
2. Possess at least five (5) years of progressively responsible experience in parks maintenance with some supervisory experience or training. At least two (2) years of the required experience must be in one of the following specialty areas:
  - A) Parks and Facility Maintenance – construction, maintenance and repair of park and recreation equipment, structures and facilities.
  - B) Beach Maintenance – clean and maintain beach areas and beach facilities.
  - C) Turf Maintenance – weeding, mowing, watering and fertilizing public and parkway grounds.
  - D) Project Installation and Nursery – installation and renovation of parks and parkway landscaping and nursery operation.
  - E) Tree Services – tree pruning, tree planting and tree removal.
  - F) Athletic Field Maintenance – preparation and maintenance of athletic playing surfaces and lighting systems; set-up and maintenance of equipment for City-wide special events
3. Possess or ability to obtain a valid State of Florida Driver's License.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

**NOTE:** ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.

### **HOW TO APPLY**

Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, up to **4:00 p.m., Friday, April 8, 2005.**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

**CITY OF FORT LAUDERDALE  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE  
FOR  
PARKS FOREMAN (280-07)**

Please answer completely all of the following questions. You must answer all questions even though you may have already provided some of the required information on the standard employment application. **USE ADDITIONAL SHEETS AS NECESSARY OR DESIRED.**

1. Have you taken any courses in parks and facility maintenance; beach maintenance; turf maintenance; project installation and nursery; tree services; and athletic field maintenance or closely related field?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list below.

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2. Describe your supervisory experience. List employer, years of experience, job title and number of subordinates.

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3. **INSTRUCTIONS**

In this questionnaire, you will be asked to indicate whether you have performed certain tasks which are listed on the following pages. Read each task carefully. Using the task rating scale below, indicate (in Column 1) your experience in performing each task. Give a brief explanation of your specific experience (in Column 2). Indicate (in Column 3) the name of the employer where you performed the task and the name of an employment reference who can verify that you performed the task.

**TASK RATING SCALE**  
**PARKS FOREMAN**

A = I have not performed this task.

B = I have only seen others perform this task.

C = I have performed this task on a job under general supervision.

D = I have performed this task with little or no supervision.

E = I have delegated this task to subordinates and coordinated, directed, and reviewed their performance.

<b>TASK</b>	<b>COLUMN 1</b> Indicate your experience with this task (using the rating scale on Page 1) by placing the appropriate code(s) (A, B, C, D, or E) in the space provided.	<b>COLUMN 2</b> Indicate a brief description of your specific duties.  <b><u>USE ADDITIONAL SHEETS IN SAME FORMAT, AS NECESSARY OR DESIRED</u></b>	<b>COLUMN 3</b> For all the task(s) you have performed, list employer name(s) and employment reference(s) who can verify you performed the given task. Indicate the length of time performing task.
1. Weeding, sprinkling, mowing, and fertilizing public parks and parkways.			
2. Removal of trash and debris, removal of dead trees, tree pruning, and replacement of trees and shrubbery in municipal grounds, parks, playgrounds and beach.			
3. Planning, layout and tending of a variety of flowers, plants and shrubs which can be planted and grown successfully at municipal grounds and parks.			
4. Maintenance of playgrounds, athletic fields, tennis and swimming pool grounds, and beach areas; and in the painting, repairing and electrical and plumbing maintenance of buildings and facilities.			
5. Operating light and heavy automotive equipment engaged in beach, park, municipal grounds, and athletic field mowing and maintenance.			
6. Set-up and take-down of showmobile and related special event apparatus through coordination with recreation personnel.			
7. Schedule sprinkler system installation and major pump repair; coordinate and organize work schedule of community service workers and park facility maintenance crew.			

<b>TASK</b>	<b>COLUMN 1</b> Indicate your experience with this task (using the rating scale on Page 1) by placing the appropriate code(s) (A, B, C, D, or E) in the space provided.	<b>COLUMN 2</b> Indicate a brief description of your specific duties.  <b><u>USE ADDITIONAL SHEETS IN SAME FORMAT, AS NECESSARY OR DESIRED</u></b>	<b>COLUMN 3</b> For all the task(s) you have performed, list employer name(s) and employment reference(s) who can verify you performed the given task. Indicate the length of time performing task.
8. Plan, assign, supervise and inspect the work of crews engaged in the construction, maintenance and repair of parks and recreation equipment, structures and facilities.			
9. Plan, assign, supervise and review the work of employees engaged in inspecting, repairing, replacing and maintaining athletic fields, security and interior electrical and lighting systems.			
10. Assigns, supervises and reviews the work of employees engaged in ordering, storing, distributing and accounting for supplies, material, equipment and tools in the department's warehouse. Reviews requests for supplies. Submits requisitions for supplies, materials and equipment.			

4. Describe any other work you have done which involved supervising and Parks maintenance projects not mentioned above you feel may qualify you for this position.

***My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

\_\_\_\_\_  
Signature

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Date